

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 05/22/2008)

The following is a template of an approval memorandum for minor revisions to a Reclamation Manual release. The highlights indicate information that must be customized for each specific release.

Originating mail code
RIM-1.10

MEMORANDUM

To: Director, Office of Program and Policy Services
Attention: 84-52000(Kerstiens)

From: Senior Executive Name
Title

Subject: Approval of Minor Revision to Reclamation Manual (RM) Policy /Directives and Standards

Today I have authorized minor revisions to RM Policy/Directives and Standards, Subject of Reclamation Manual Release, XXX Pxx / XXX xx-xx (RM Release No. xxx).

Must include a description of minor change.

My authorization is consistent with the requirements of Paragraph 7.B. of Temporary Reclamation Manual Release, *Managing the Reclamation Manual*, RCD TRMR-15. Please insert the attached edited and approved version into the RM.

Attachment

cc: issuing office
(w/att)